



COD Processing Update

February 3rd, 2022

Federal Pell Grant Program Reconciliation (1/28/22)

In a [Nov. 23, 2021 Electronic Announcement](#), Federal Student Aid published general information regarding Title IV Aid Disbursement Reporting, Excess Cash, and Reconciliation Requirements. Pell Grant Reconciliation is the process by which a school reviews and compares Pell Grant data recorded on the Department of Education's systems with the information in the school's internal records. This process should be performed on a regular basis, and is recommended at least monthly.

For specific information to assist your school in reconciling the Pell Grant Program, refer to the [Jan. 28, 2022 Electronic Announcement](#) posted on the Knowledge Center.

Annual Student Loan Acknowledgment – Borrower Completion Not Required for 2022–23 and Beyond (1/21/22)

As announced in a [Jan. 21, 2022 Electronic Announcement](#), the Annual Student Loan Acknowledgment process continues to be available on StudentAid.gov. However, borrower completion of the Annual Student Loan Acknowledgment prior to disbursement will not be required for the 2022–23 award year and beyond. All processing related to the Annual Student Loan Acknowledgment will continue under existing business rules of the COD System. If you have additional questions, contact the COD School Relations Center.

Deadline for 2022–23 Underuse Penalty Waiver for the CB Programs is Feb. 7, 2022 (1/7/22)

In accordance with the Higher Education Act of 1965, as amended (HEA), if a school returns more than 10% of its Federal Supplemental Educational Opportunity Grant (FSEOG) or Federal Work-Study (FWS) allocations in a given award year, the allocation for the second succeeding award year is reduced by the dollar amount returned unless the Secretary waives this provision.

The deadline to request a waiver of the 2022–23 award year penalty of FWS and FSEOG for the underuse of 2020–21 Award Year funds is Feb. 7, 2022. The waiver of the underuse penalty must be submitted electronically (via the COD website) by 11:59 p.m. Eastern time (ET). Paper waiver request submissions will not be accepted.

Further information about the underuse penalty waiver is posted in a Jan. 7, 2022 Electronic Announcement on the Knowledge Center.

2022–2023 COD Technical Reference Now Available (12/6/21)

The [2022–2023 COD Technical Reference](#) is now available on the Knowledge Center. If you have any questions about this material, contact the COD School Relations Center.



CURRENT ISSUES

CAMPUS-BASED

There are no Campus-Based-related issues at this time.

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.



REMINDERS

2022–23 Pell Grant Payment & Disb Schedules Posted (2/1/22)

In [Dear Colleague Letter GEN-22-03](#), published on the Knowledge Center, on Jan. 31, 2022, Federal Student Aid provides the community with the Federal Pell Grant Payment and Disbursement Schedules for the 2022–23 award year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2022–23 Pell Grant awards must be based on the schedules attached to the GEN-22-03.

In a forthcoming electronic announcement, Federal Student Aid will provide information about the operational implementation of the schedules in its systems, including the COD System. Monitor the Knowledge Center for this forthcoming operational guidance.

Keep School Contact Information Current in the COD System

We remind schools and third-party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The email addresses for the President, Financial Aid Administrator, Campus-Based Financial Aid Officer, Direct Loan Financial Aid Officer, and Pell Grant Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for these key staff is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more detail about updating school contact information or the Direct Loan or Pell Grant Financial Aid Officer, refer to the [Dec. 20, 2012 Electronic Announcement](#) posted on the Knowledge Center. The Campus-Based Financial Aid Officer information can be updated directly from the “School Information” page within the Campus-Based System on the COD website.

How to Access Information from the COD Website File Share

As a reminder, Federal Student Aid shares student-specific information through uploaded files via the COD website. We upload these files to the File Share section of the “File Share & Messages” page of the COD website. Authorized school users are able to view and download the customized documents from the COD website. Schools can access the “File Share & Messages” page by completing the following steps:

1. Log in to the COD website.
2. Click on the “School” tab.
3. Enter the required school identifiers and click on “Search.” This will open the “School Summary Information” page.
4. Click on the “File Share/Messages” link on the left-hand side of the page to open the “File Share & Messages” page.

Contact Information: If you have questions, contact the COD School Relations Center at 1-800-848-0978. You may also email CODSupport@ed.gov.



From the File Share section of the page, an authorized COD website user will see a list of uploaded files. A user will click on the “Download” icon to download the File Share document to his or her computer. **Note:** Authorized school users are able to view and download the customized documents from the COD website for a limited period of time.

The COD website will only display File Share documents associated with the school’s Entity ID. If there are no files uploaded for a school, the File Share list will be blank. Schools will be notified via email (or in some cases via a phone call) when a File Share document is available.